



## **Finance Committee Meeting Minutes**

Glynn County Board of Commissioners

**4:00 P.M., Tuesday, March 11, 2008**

**Third Floor Conference Room**

**W. Harold Pate Courthouse Annex**

**Brunswick, Georgia**

### **Present:**

**Committee Members:** *C. Johnson, U. Keller and T. Thaw*

**Other Commissioners:** *D. Hogan*

**Staff:** *J. Breitenbach, J. Bruner, J. Carter, J. Catron, P. Christian, W. Davis, P. McNicoll, B. Nyers, B. Rowell, A. Sapp, C. Stewart, W. Worley*

**Press:** *M. Permar, B. Thomas*

**Others:**

1. *Consider approval of the consent agenda.*
  - a) *Approval of the February 26, 2008 Finance Committee Minutes.*
  - b) *Deny a request from Ms. Carla Yarbrough, Financial Manager for Mr. Allen W. Yarbrough, that \$242.40 paid in penalties and interest be refunded.*

Commissioner Thaw questioned whether the prior year's bill was sent to the old address. Ms. Arlene Sapp, Tax Commissioners Office, stated that it did go to the old address and it was paid.

The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

### **Recommend approval of the consent agenda. (Vote: 3-0)**

2. *Consider recommending the Board of Commissioners enter into a contract with Links Mini-Golf, Inc. at a cost of \$1,000 a month to operate the Miniature Golf Course in Neptune Park from April 1, 2008 through August 31, 2008.*

Mr. Wesley Davis, Recreation Director, presented this item and stated that he had talked to Mr. Donnie Cofer and that he had agreed to open the Mini-Golf for the summer and pay \$1,000 per month lease to the County. Mr. Charles Stewart, County Administrator, stated that the previous lease averaged \$2,000 per month. He stated that he would like a monthly report of collections from the vendor. Commissioner Keller questioned whether the Recreation Department was capable of running the program and Mr. Davis responded that they could but they would need to hire a staff of four or five people. Commissioner Thaw stated that if Links Mini-Golf is given a lease, it needs to be for \$2 thousand per month. If they don't agree to pay that amount, the Recreation Department should start running it for the summer. Commissioner Thaw also questioned why it wasn't bid out and Mr. Davis stated that it was because Links Mini-Golf had the lease in the past year. Commissioner Johnson also stated that the lease should be for \$2 thousand per month. The following motion made by Commissioner Johnson and seconded by Commissioner Keller passed unanimously.

**Recommend that the Board of Commissioners enter into a contract with Links Mini-Golf, Inc. at a cost of \$2,000 a month to operate the Miniature Golf Course in Neptune Park from April 1, 2008 through August 31, 2008. (Vote: 3-0)**

3. *Consider recommending that the Board of Commissioners award the contract for Resurfacing of 21.20 Miles of Glynn County Roads to Seaboard Construction Company in the amount of \$2,478,584.11 to be funded from the General Fund fund balance to be repaid, with interest, from SPLOST V when funds are available.*

There was no discussion on the item. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

**Recommend that the Board of Commissioners award the contract for Resurfacing of 21.20 Miles of Glynn County Roads to Seaboard Construction Company in the amount of \$2,478,584.11 to be funded from the General Fund fund balance to be repaid, with interest, from SPLOST V when funds are available. (Vote: 3-0)**

4. *Consider recommending that the Board of Commissioners award the contract for construction of the overflow parking lot at North Glynn Regional Park to Allen Owens Construction and Paving in the amount of \$216,893.63 with funding to be provided by the North Glynn Park Phase III funds in the General Fund.*

There was no discussion on the item. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

**Recommend that the Board of Commissioners award the contract for construction of the overflow parking lot at North Glynn Regional Park to Allen Owens Construction and Paving in the amount of \$216,893.63 with funding to be provided by the North Glynn Park Phase III funds in the General Fund. (Vote: 3-0)**

5. *Consider recommending that the Board of Commissioners*
  - *amend the County's Vehicle Matrix by adding a Ford F-350. Econoline, 15 passenger crew van for Facilities Maintenance; and*
  - *amend the FY08 Facilities Maintenance Capital Budget by adding \$19,713 with funding to be provided by the General Fund fund balance for the purchase of the best van from the lowest bidder.*

Mr. John Carter, Public Works Director, presented this item and stated that the State Prison System had approved a prison work crew for building construction if the County would provide transportation. He stated that Public Works had located a van which could be used for that purpose and asked that it be funded from the fund balance. Commissioner Keller questioned why they wanted an F-350 and why not a diesel vehicle. Commissioner Johnson stated that the 350 would be needed due to the weight that it would be pulling and that diesel would be too expensive. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

**Recommend that the Board of Commissioners**

- **amend the County's Vehicle Matrix by adding a Ford F-350. Econoline, 15 passenger crew van for Facilities Maintenance; and**
  - **amend the FY08 Facilities Maintenance Capital Budget by adding \$19,713 with funding to be provided by the General Fund fund balance for the purchase of the best van from the lowest bidder. (Vote: 3-0)**
6. *Consider recommending that the Board of Commissioners approve the GIS Payment Policy and authorize staff to advertise a public hearing to increase the GIS LIDAR and Map Price List effective immediately.*

Mr. John Catron, Information Technology Director, stated that they have quite a few requests for in GIS for LIDAR and Maps and that there is no approved payment policy for that data. He had developed a payment policy and a price list for the data. He requested that the proposed policy be approved and requested authorization for a public hearing for the new fees. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

**Recommend that the Board of Commissioners approve the GIS Payment Policy and authorize staff to advertise a public hearing to increase the GIS LIDAR and Map Price List effective immediately. (Vote: 3-0)**

7. *Consider recommending to the Board of Commissioners to*
  - 1) *exempt the County from the bidding process for Architectural and Engineering (A&E) services for the Commercial Drivers Licensing (CDL) Center according to Glynn County Code of Ordinances section 2-2-13(c)2c*
  - 2) *make an award to Thomas & Hutton Engineering Co. for A&E services for the approximate 10 acre site of the Glynn County CDL Training Facility in the amount of \$91,150 and authorize the Chairman to sign the Letter of Agreement*
  - 3) *make an award to Thomas & Hutton Engineering Co. for A&E services for the 1,300 linear foot entrance road to the Glynn County CDL Training Facility off U. S. 17 in the amount of \$58,000 with the provision that the Brunswick and Glynn County Development Authority will pay half of the costs and authorize the Chairman to sign the Letter of Agreement.*

Mr. Charles Stewart presented this item and stated that the Development Authority had contacted Thomas & Hutton to provide engineering services for the project. He stated that the County had been asked to pay 50% of the entrance road engineering and 100% of the other engineering costs. Commissioner Johnson stated that he was not in favor of the exemption from the bidding process since this was not an emergency situation. Commissioner Thaw stated that they were trying to get the CDL up and running as soon as possible because not having the facility was a hardship on Glynn County drivers. He stated that the Joint Water & Sewer Commission had contracted with Thomas & Hutton to get water to the project and that the Development Authority had also used Thomas & Hutton and he felt that the County would get the best deal by using Thomas & Hutton also. The following motion made by Commissioner Keller and seconded by Commissioner Thaw passed with Commissioner Johnson voting against the motion.

**Recommend that the Board of Commissioners**

- 1) **exempt the County from the bidding process for Architectural and Engineering (A&E) services for the Commercial Drivers Licensing (CDL) Center according to Glynn County Code of Ordinances section 2-2-13(c)2c**
  - 2) **make an award to Thomas & Hutton Engineering Co. for A&E services for the approximate 10 acre site of the Glynn County CDL Training Facility in the amount of \$91,150 and authorize the Chairman to sign the Letter of Agreement**
  - 3) **make an award to Thomas & Hutton Engineering Co. for A&E services for the 1,300 linear foot entrance road to the Glynn County CDL Training Facility off U. S. 17 in the amount of \$58,000 with the provision that the Brunswick and Glynn County Development Authority will pay half of the costs and authorize the Chairman to sign the Letter of Agreement. (Vote: 2-1)**
8. *Request that Chairman Thaw identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.*

**Commissioner Thaw identified all items as consent agenda items.**